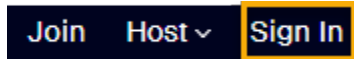
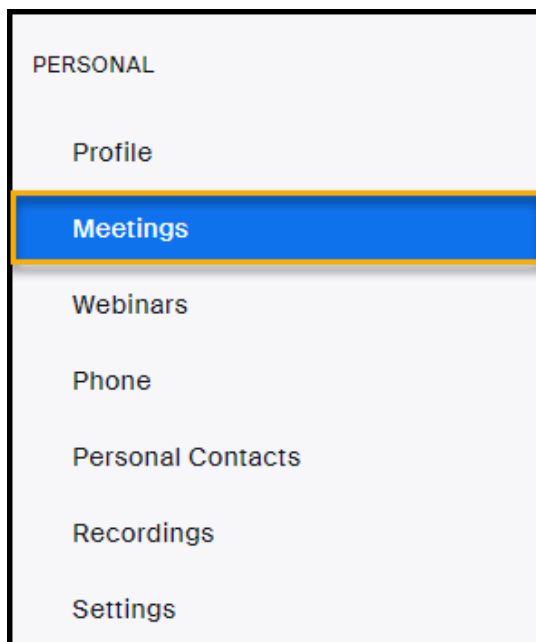


Sending Zoom Meeting Information (Online Version)

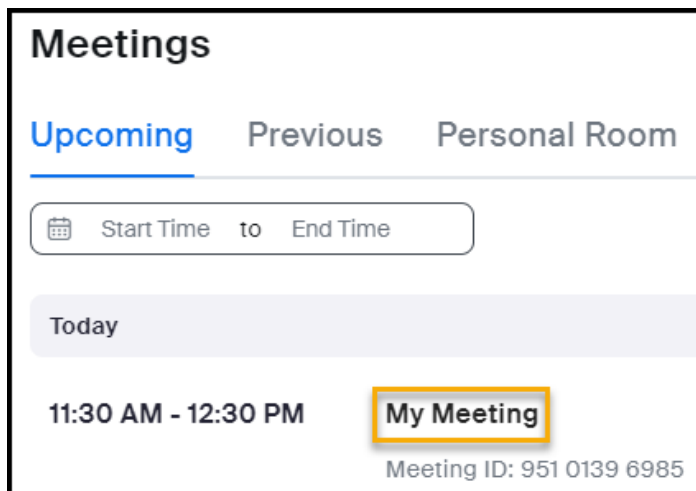
1. Login to your Zoom account using the following link: <https://zoom.us/>.
2. Click on the “Sign In” link and enter your email address and password.



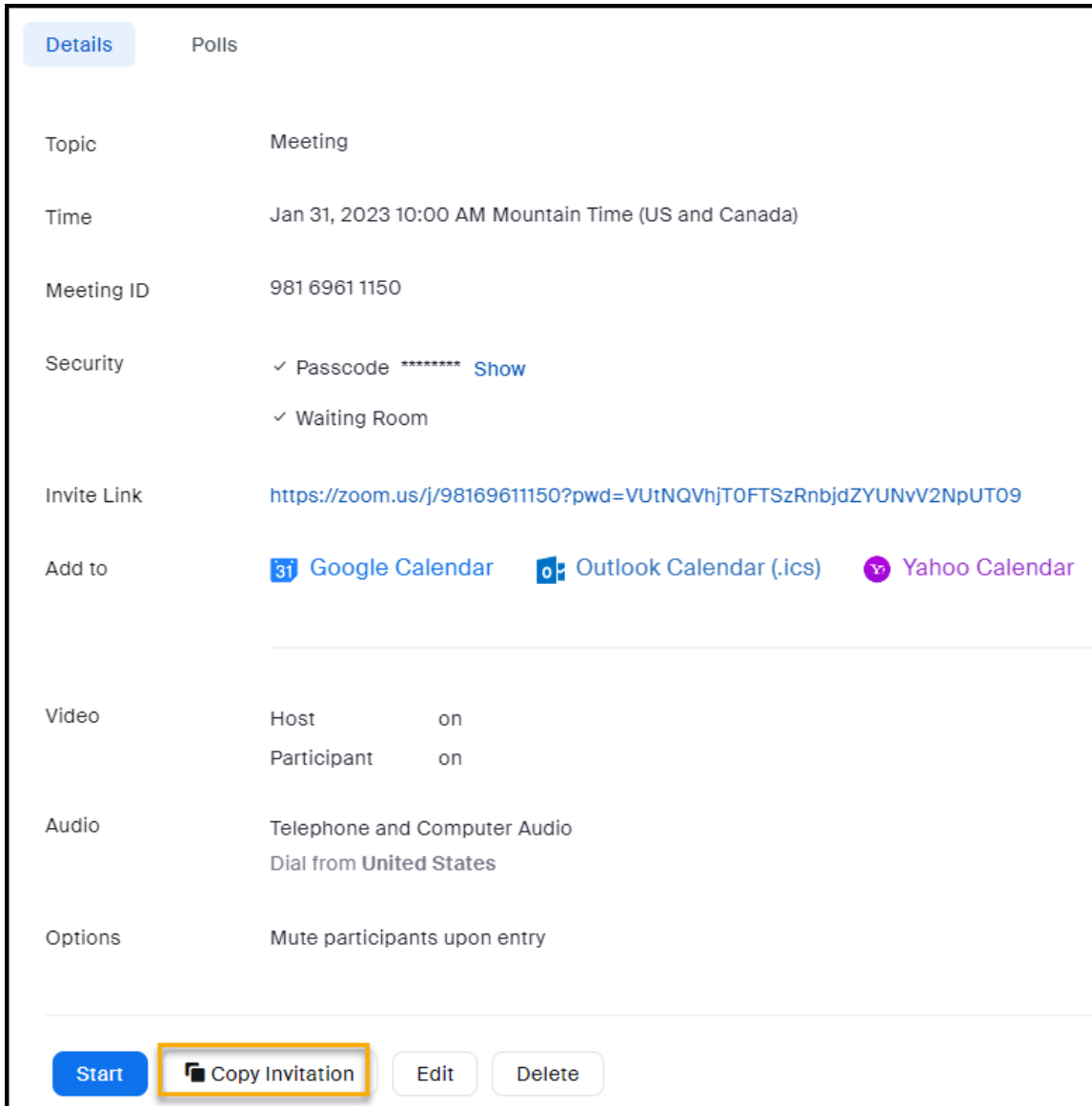
3. Click on the “Meetings” tab on the left-hand side of your screen.



4. Click on the title of the meeting you would like to share.



5. Click on the “Copy Invitation” button located on the bottom of your meeting details window.

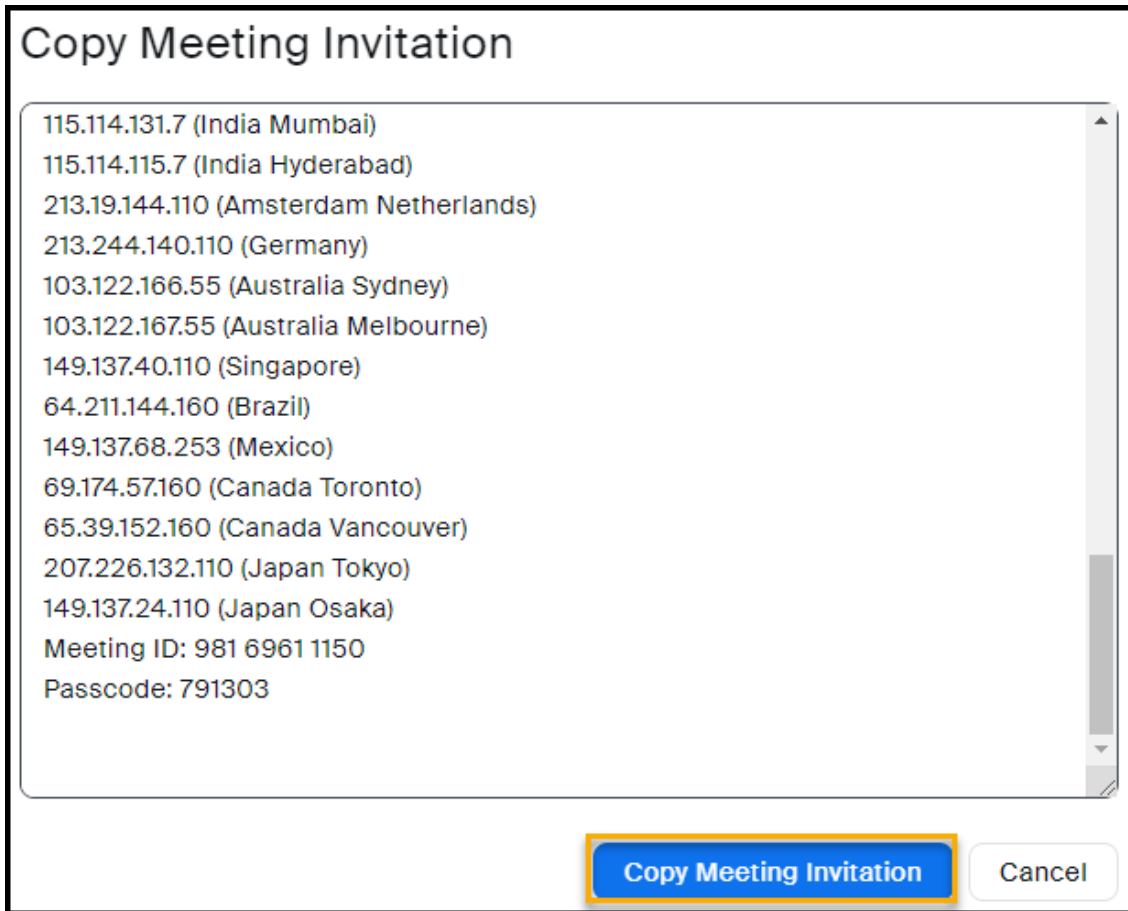


The screenshot shows the Zoom meeting details window. At the top, there are two tabs: "Details" (selected) and "Polls". The main content area is divided into several sections:

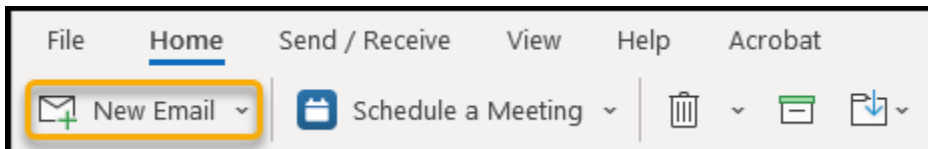
- Topic:** Meeting
- Time:** Jan 31, 2023 10:00 AM Mountain Time (US and Canada)
- Meeting ID:** 981 6961 1150
- Security:** Includes a checked "Passcode" field with a "Show" link and a checked "Waiting Room" option.
- Invite Link:** <https://zoom.us/j/98169611150?pwd=VUtNQVhjTOFTSzRnbjdZYUNvV2NpUT09>
- Add to:** Three buttons for "Google Calendar", "Outlook Calendar (.ics)", and "Yahoo Calendar".
- Video:** Host is "on", Participant is "on".
- Audio:** Telephone and Computer Audio. Dial from "United States".
- Options:** Mute participants upon entry.

At the bottom of the window, there is a row of four buttons: "Start", "Copy Invitation" (highlighted with a yellow border), "Edit", and "Delete".

6. A new window will appear. Click on the “Copy Meeting Invitation” button.

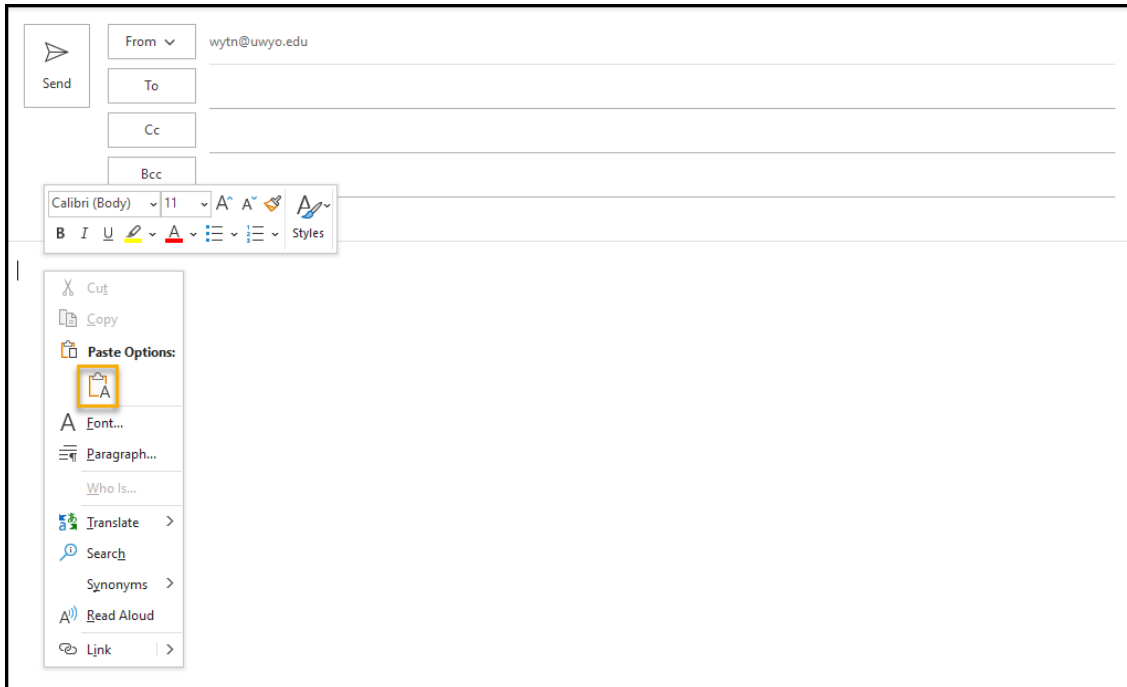


7. Open up your email account (in this example a Microsoft Outlook account is used) and select the “New Email” option.

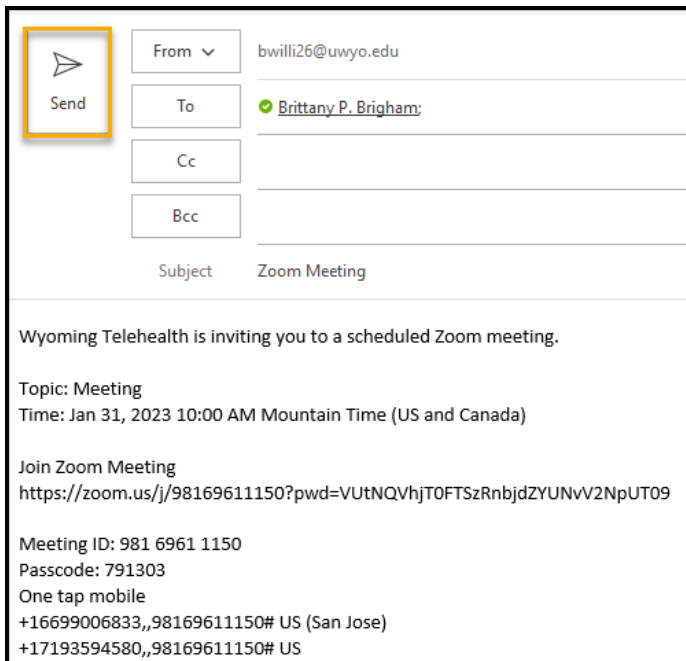


A new window will appear where you can paste the details of your Zoom meeting.

8. Right-click on the body of your email window using your mouse, and then select the clipboard icon.

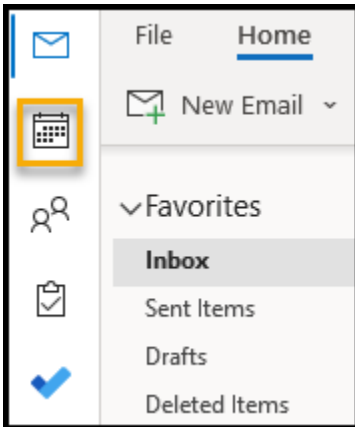


9. This will copy your Zoom meeting information over into your email message. Click on the "Send" button once you have entered the email addresses of who you would like to receive your message.

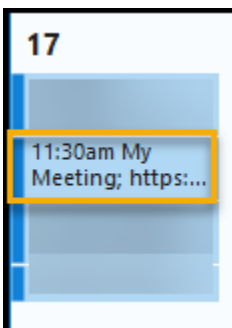


If you would like to add your meeting to your Google Calendar or Yahoo Calendar, simply click on the “Google Calendar” or “Yahoo Calendar” links and follow the same steps.

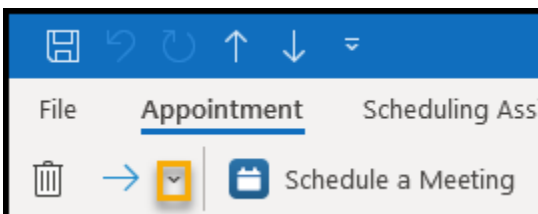
4. Next, click on your calendar icon in your Microsoft Email account.



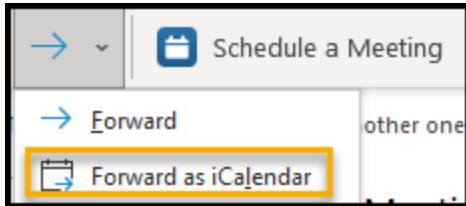
5. Select the date your Zoom meeting takes place and double-click on the title of your meeting.



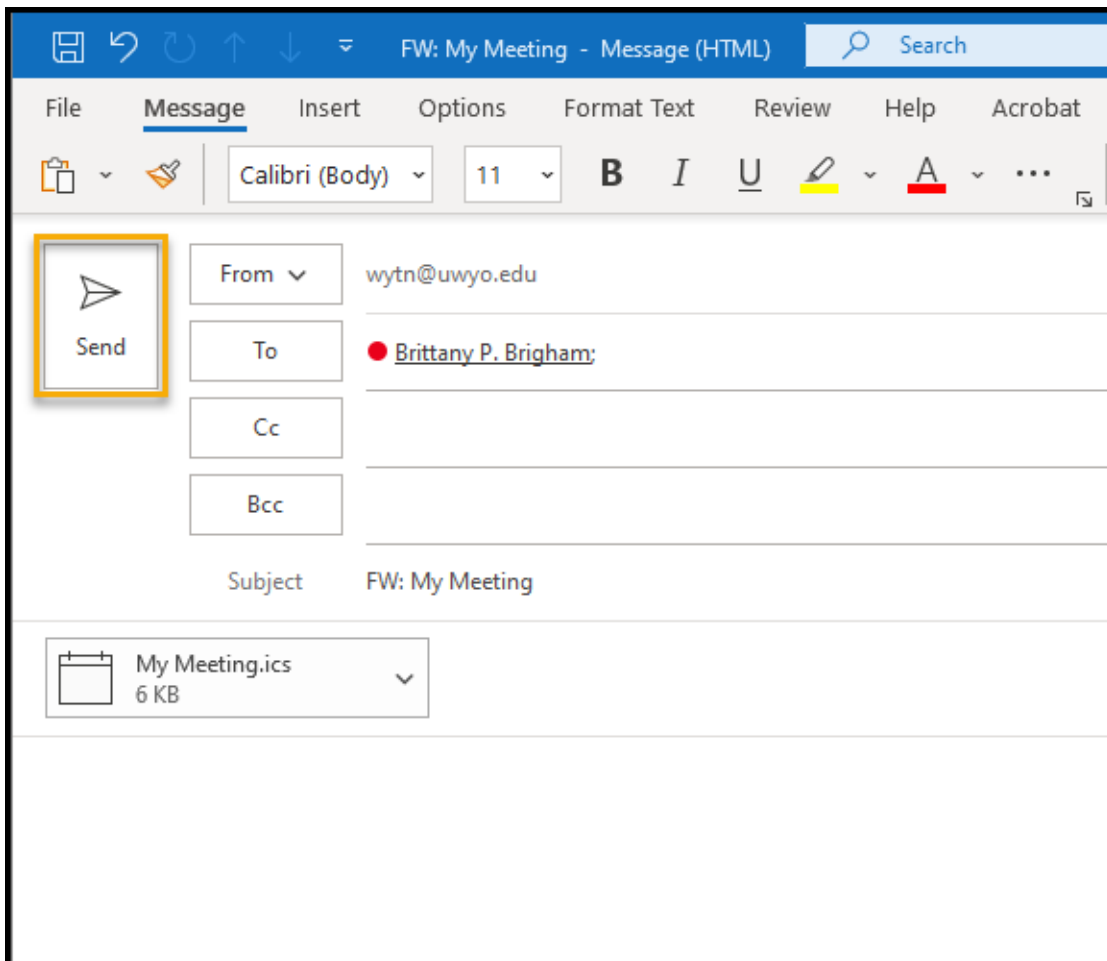
6. A new window will appear that displays your Zoom meeting information. Click on the carrot next to the arrow icon that is located on the top left-hand side of your window.



7. From here you can choose to forward this email directly, or as a calendar invitation. To send the Zoom meeting information as a calendar invitation, select the “Forward as iCalendar” option.



8. This will open a new email message with the calendar invitation attached. Simply enter the email addresses of your meeting recipients along with a title/message in the email and click the “Send” button.



- We also recommend checking out Zoom’s training videos that are available through the Zoom Learning Center: <https://learn-zoom.us/show-me>.
- If you have any questions or concerns, please email the Wyoming Telehealth Network at wy-telehealth@uwo.edu. We are here to support you and your telehealth Zoom experience!